

BYLAWS OF THE SANTA RITA PARK NEIGHBORHOOD ASSOCIATION

ARTICLE I. MEMBERSHIP

1. The membership of this association shall be composed of two categories: Voting Members and Associate (non-voting) Members.
 - a. A Voting Member shall be a person who either resides or owns real property within the Santa Rita Park Neighborhood, or a business, agency, or organization that either rents or owns real property within the Santa Rita Park Neighborhood, which is interested in working towards the safety and well-being of the neighborhood; and agrees to abide by the federal, state and local laws and agrees with the purpose of our neighborhood association. A Voting Member shall be entitled to one vote providing that the member is current and in good standing by the October annual meeting. However, each person who attends the Santa Rita Park Neighborhood Association meetings as a Voting Member or as a representative of a business, agency or organization that is a Voting Member, shall have no more than one vote whether he/she is a voting member and or represents one or more businesses, agencies, or organizations that are Voting Members.
 - b. An Associate Member shall be a person, business, agency or organization interested in the progress of this neighborhood or the Association and shall not be accorded voting rights.
 - c. Those persons under eighteen years of age applying for membership shall be associate members.
 - d. Dues will be determined by the Executive Board. Charter Membership dues for the formation of the organization and the first election of officers shall be \$5.00. Dues will be collected at the October meeting to coincide with the fiscal year.
 - e. Any membership, whether voting or associate, shall expire at the end of each fiscal year, and shall not retain any privileges or voting rights.

ARTICLE II. OFFICERS

1. The officers of this Association shall hold office for a term of two years or until their successors are elected. The term of office shall begin at the close of the annual meeting. The duties of the officers shall be as follows:
 - a. The President shall call and preside at all meetings, shall act for and in behalf of the membership of the association, shall appoint any special committees necessary for the operation of the business of the association and shall act as official spokesperson of the association. The president shall implement the decisions of the Executive Board.
 - b. The Vice President shall, in the absence of the president, assume all of the duties of that office.
 - c. The Secretary shall keep a permanent record of all the Executive Board, membership minutes of special meetings and all legal transactions of the Association. The Secretary shall transcribe the minutes of each Executive Board and membership meeting, and shall transfer one copy of each set of minutes to the president of the

association. Copies shall be transferred as herein described within (25) calendar days of the respective meeting occurrence.

- d. The Assistant Secretary shall, in the absence of the Secretary, assume all of the duties of that office.
 - e. The Treasurer shall keep in his/her possession all receipts and a permanent record of all financial business of the association. An up-to-date financial report shall be submitted at each meeting.
 - f. The Neighborhood Watch Leader (NWL) shall promote, help organize and oversee a neighborhood watch program for each block within the boundaries that make up the Santa Rita Park Neighborhood. Upon an agreement of date, time and place within each block, the NWL shall contact the Tucson Police Department for implementation of the program and issuance of the proper neighborhood watch program signage.
2. The Executive Board shall be composed of all elected officers, who were elected by the voting membership, and shall serve in guiding and advising the association in all matters and shall make policies which are consistent with the purpose defined in the charter by majority vote.

ARTICLE III COMMITTEES

The President shall be an ex-officio member of all committees, and shall appoint any special committees necessary for the operation of the business of the association with the advice and guidance of the Executive Board.

ARTICLE IV MEETINGS

1. Membership meetings shall be held on the first Wednesday of each month, at a time and place designated by the President. Additional meetings may be called at the direction of the Executive Board.
 - a. Not less than ten (10) Voting Members shall have the privilege of petitioning a special meeting at any time.
 - b. The Voting Members present shall constitute a quorum.
 - c. At least seven (7) days' notice shall be provided in advance or any membership meeting.
 - d. The October membership meeting shall be the annual meeting. The purpose of this meeting shall be (1) the presentation of the annual reports of all the officers, (2) every two years the election of officers, and (3) the installation of officers elected.
2. The Executive Board shall meet at least seven (7) days prior to each membership meeting.
 - a. Any four members of the executive board may petition the president for a special meeting at any time.
 - b. A quorum of the Executive Board shall be one more than half of the membership of the Executive Board.

ARTICLE V ELECTION AND VACANCIES OF OFFICERS

1. Nominations of officers shall be made from the floor of the annual election meeting (held every two years in October),
2. Election of officers shall be held on the same day as nominations.
3. Three present Voting Members (non-candidates) shall be appointed by the president at the October annual election meeting and act as election tellers.
4. In the event an election teller is nominated for any office, he/she shall be removed as election teller and replaced by an alternate.
5. An officer shall not hold more than two consecutive terms in any one office, and no member shall hold more than one office at a time.
6. Upon installation of the officers whose terms begin at the close of the annual election meeting, all documents records and any materials pertaining to the duties of the office, which are in possession of said outgoing officers shall be submitted to their newly elected counterparts with fifteen (15) days of installation.
7. All records of the officers are the property of the association.
8. Any vacancies occurring during the year of any officer shall be filled by appointment of the executive board.
9. In the case of a leave of absence of an officer, all documents pertaining to the officers various, various executive board functions shall be transferred to the person appointed to fill the office for the duration of the absence. The transfer shall occur within ten (10) calendar days of the officers' leave of absence being approved.

ARTICLE VI FISCAL RESPONSIBILITY

1. All withdrawals must have the majority approval of the Executive Board.
2. Withdrawal of funds of the Association may not be made without at least two of the signatures of any of the officers.
3. A contingency fund of \$50.00 shall be established for the purpose of maintaining the everyday operating expenses of the association (defined as postage, miscellaneous expenses of meetings and meeting places. The treasurer must have approval of the executive board to renew the contingency fund. Financial records and funds of the association shall be audited at least once a year by a committee appointed by the president and before a new treasurer takes office.
4. If it becomes necessary for the treasurer to relinquish that office, the records and funds of the association shall be audited by a committee, appointed by the president, from among the members of the executive board.

ARTICLE VII AMENDMENT OF BYLAWS

1. These bylaws may be amended in concurrence with, or upon recommendation of, the Executive Board by a two-thirds (2/3) majority of the entire board.
2. Proposed amendments shall be sent to all members of the board at least ten (10) days in advance of the meeting where action is to be taken or shall be read at the preceding meeting.

Amended bylaws were read and approved by the Executive Board in accordance with article 7, paragraphs (1) and (2) of these bylaws and are so adopted this day, December 1, 2004.

Signed:

Oscar H. Rendon

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President, Santa Rita Park Neighborhood Association


DEC 2004
UNIVERSITY OF NORTH CAROLINA
RESOURCES